



Bob Holden  
Governor

**DIVISION OF WORKFORCE DEVELOPMENT**

Joseph L. Driskill  
Director

June 6, 2002

DWD ISSUANCE 22-01

Subject: Changes in Activity Code Definitions/Elimination of Planned Gap Activity Code.

1. Purpose: To transmit changes in Activity Code Definitions. Since the original definitions were issued under DWD Issuance 03-00, the evolution of the Toolbox Case Management System and the release of the Employment and Training Administration's final rules for WIA have caused some of the meanings of Activity Code terms to change. This issuance provides an opportunity to provide updated information. Changed wording is underlined.
2. Substance: Certain definitions have been altered and one activity code has been eliminated. The revised definitions are Attachment A of this Issuance. The definitions for Short Term Pre-vocational Services (Code 206), Relocation Expenses (Code 209), Occupational Skills Training (Code 301), Youth Supportive Services (Code 507). In Addition, Activity Code 405, Planned Gap in Services has been eliminated. Planned gaps may still be utilized for customers who have health problems or who are awaiting training in accordance with Attachment B of this issuance.
3. Action: Effective immediately, please use the definitions and procedures contained herein in the planning and reporting of services for WIA customers.
4. Contact: If you have any questions relating to this issuance, please contact Tom Reed at (573) 526-8240 (relating to Attachment A) or Colleen MacEachen at (573) 751-2220 (relating to Attachment B).

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Rick Beasley, Acting Director

RB/trj

Attachments

- c: DWD Admin Group  
DWD Central Office Managers  
Regional Managers  
WIB Chairs  
WIB Local Contacts

